

Effective 30 September 2005

Military Police

Incident Reporting

For the Commander:

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Colonel, GS  
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Official:

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**History.** This UPDATE printing publishes a new USAREC Reg 190-4, which is effective 30 September 2005.

**Summary.** This regulation prescribes policies and guidance pertaining to incident reporting within the United States Army Recruiting Command. The incidents governed by this regulation include serious incident reporting, commander's critical information requirements, and disaster reporting.

**Applicability.** This regulation applies to all military (assigned and/or attached), Future Sol-

diers under the control of United States Army Recruiting Command personnel, and civilians (Department of the Army and contractors) at all levels of the United States Army Recruiting Command. Any violation of its requirements may subject Soldiers to disciplinary action under Article 92, Uniform Code of Military Justice, and civilian personnel may be subject to adverse action under civilian personnel regulations. Questions pertaining to this regulation or Department of Defense and Department of the Army security regulations should be addressed to the Chief of Command Operations Center at DSN 536-1071 or 0823 or commercial (502) 626-1071 or 0823. Written inquiries should be forwarded to HQ USAREC, ATTN: RCRO-COC, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff, G-3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the deputy director within the pro-

ponent agency in the grade of GS-14.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-COC, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Administration UPDATE. This regulation is also available electronically and can be found on the Command Enterprise Portal.

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Chapter 1

General

1-1. Purpose

This regulation prescribes policies, guidance, and implements United States Army Recruiting

Command's (USAREC's) policies and procedures for reporting incidents considered serious or reportable under higher headquarters guidance. This regulation includes serious incident reports (SIRs), commander's critical information requirements (CCIRs), and disaster reports (DRs). This information is designed to provide detailed instructions contained in references and establish policy specifically for USAREC.

1-2. References

Related publications and prescribed form are listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The USAREC Incident Reporting Program (SIR, CCIR, DR) is a command responsibility. It is also the responsibility of all military and civilian supervisors as well as individuals within USAREC. Commanders and supervisors must become familiar with the provisions of this regulation and implement applicable portions.

b. In order to implement a comprehensive reporting program, appointed unit representatives at all levels must have this regulation on hand and maintain the appropriate references cited in this regulation.

c. Commanders and directors will appoint unit

representatives (e.g., every recruiting battalion (Rctg Bn) and recruiting brigade (Rctg Bde) will have a primary and alternate incident reporting individual appointed in writing (memorandum)), as appropriate. Forward a copy of each duty appointment to Headquarters, United States Army Recruiting Command (HQ USAREC), ATTN: RCRO-COC, 1307 3rd Avenue, Fort Knox, KY 40121-2726, and changes as they occur. Military or civilian personnel may perform these duties.

d. Commanders and directors will develop and implement comprehensive written standing operating procedures (SOPs) for applicable reporting programs for their activities.

e. The Chief of Command Operations Center (COC), G-3, is the reporting officer for HQ USAREC. The Chief of COC provides guidance, policy, and assistance to field commanders and appointed representatives as required.

f. Rctg Bde, Rctg Bn, and recruiting company (Rctg Co) commanders will establish and implement reporting programs within their respective activities in accordance with Army regulations, this regulation, and established SOPs. Commanders at all levels will ensure that all serious incident reporting is in accordance with established guidelines. Failure to report serious incidents in accordance with established guidelines may require the commander at applicable levels to provide a written explanation to the Commanding General (CG), USAREC.

g. The Assistant Chief of Staff, G-3, is responsible for making the distribution of incident reporting within HQ USAREC. The distribution of incident reports is normally sensitive information and requires a need to know. This distribution list requires that command staff sections treat incidents, as a minimum, for official use only (FOUO).

### 1-5. Coordination

Direct coordination between organizations, offices, or activities within USAREC is authorized and encouraged. In addition, Rctg Bdes and Rctg Bns will coordinate directly with local supporting Criminal Investigation Division or Joint Terrorism Task Forces and law enforcement agencies on matters of force protection or criminal activity. Commanders and representatives must realize that the reporting of incidents or coordination with outside activities will generate reports within that agency. It is therefore mandatory that this coordination is reported immediately to the USAREC COC when outside coordination is initiated. Use USAREC Form 958 (Incident Information Report), blocks 30 and 31, to report coordination.

### 1-6. Reports

a. Specific reports and other written requirements are contained in each chapter of this regulation and cited Army regulations. All reports are submitted using the appropriate USAREC forms and are completed correctly and in the proper format. Failure to submit reports in accordance with established guidelines could result in late reports that require a commander's endorsement for lateness. In matters of suspicious activities or emergencies it is recommended that units provide an executive summary (EXSUM) within 3 hours of the event and then a followup SIR in accordance with guidelines. Reports are sent to the G-3 COC with a copy to the Chief of COC.

b. CCIRs are those items identified by the USAREC CG required for making critical decisions to determine or validate courses of action. The Assistant Chief of Staff, G-3, is responsible for the collection and dissemination of CCIRs. USAREC Form 958 is utilized for reporting CCIRs.

c. The occurrence of natural or manmade disasters require the submission of disaster incident reports when as the result of a disaster the operational capabilities of a unit are affected so as to limit the unit's capabilities to support the mission. The DR is submitted to the USAREC COC utilizing USAREC Form 958.

d. The occurrence of natural or manmade disasters require the submission of disaster incident reports when as the result of a disaster the operational capabilities of a unit are affected so as to limit the unit's capabilities to support the mission. The DR is submitted to the USAREC COC utilizing USAREC Form 958.

## Chapter 2 Policy

### 2-1. General

a. Transmission and classification of reports. The SIR reporting process ensures information is distributed timely, accurately, and identifies responsibilities and requirements for notification. The SIR is considered sensitive in nature, is close hold, and distributed only to those personnel with a need to know.

USAREC Form 958 is FOUO when completed. The proponent for reporting SIRs for units assigned to USAREC is the Assistant Chief of Staff, G-3. The primary point of contact for SIR submission is the COC at (502) 626-0823 or 0824 (eoc.officer@usarec.army.mil). The only method of communication acceptable for USAREC Form 958 is by e-mail. If e-mail is not available coordinate with the USAREC COC.

b. Reporting requirements. Incidents listed in table 2-1 are reportable to this headquarters. This is not an all-inclusive list and commanders should report any incident that they feel is a concern to this headquarters regardless of whether it is listed in table 2-1. The SIR is not meant to replace the commander's reporting channel to Command Group. All commanders should consider the following factors in determining whether or not the incident may be of concern: Time sensitive; if the incident is questionable let the situation develop until the incident is reportable; the severity of the incident; the potential for adverse publicity; the potential consequences of the incident; and the effect the incident has on readiness or the perception of readiness. If there is any doubt, call the COC or report the incident.

c. Commanders require extreme sensitivity for all possible terrorist-related incidents. Many times speed of reporting is required so that the appropriate intelligence agencies can react to anticipated events.

**Table 2-1**  
**Incident reporting (time lines and notification matrix)**

Section 1. SIR	Suspense to USAREC COC	Notify CG by Telephone	TRADOC	USAAC	902d MI Group
Death of service member (SM)	0-12 hours	Yes	Yes	Yes	No
Death of immediate family member (other than natural causes)	0-12 hours	Yes	Yes	Yes	No
Death of Department of the Army civilian (DAC) or contractor (on installation and other than natural causes)	0-12 hours	Yes	Yes	Yes	No
Death of Future Soldier/Delayed Entry Program member	12-24 hours	No	No	No	No
Serious injury to SM, DAC, or contractor (life threatening)	0-12 hours	Y (SM), N (other)	No	No	No
Child abuse (actual or alleged)	12-24 hours	No	No	No	No
Spouse abuse/domestic altercation (actual or alleged)	12-24 hours	No	No	No	No
Stress (treatment, referral, self-referral, or hospitalization)	12-24 hours	No	No	No	No
Drug abuse (urinalysis or charged)	12-24 hours	No	Y>100g	Y>100g	No
Driving under the influence (arrest, citation)	12-24 hours	No	No	No	No
Hospitalization (life-threatening illness or injury of SM or immediate family member)	12-24 hours	No	No	No	No
Miscellaneous (no specific category such as arson, kidnapping)	12-24 hours	No	No	No	No
Sexual misconduct (actual or alleged)	12-24 hours	No	No	No	No
Suicide (confirmed by death)	0-12 hours	Yes	Yes	Yes	No
Suicide ideation (if diagnosed by mental health-other than list as stress)	12-24 hours	No	No	No	No
Suicide gesture (if hospitalized or diagnosed by mental health)	12-24 hours	No	No	No	No
Adverse publicity (actual or future generation)	0-12 hours	Yes	Yes	Yes	No
Assaults made against or by USAREC military personnel	12-24 hours	No	No	No	No
Threats made to or by USAREC personnel (military or civilian) or property	0-12 hours	Yes	Yes	Yes	Yes
Bomb threats (against USAREC personnel or colocated facilities)	0-12 hours	Yes	Yes	Yes	Yes
Demonstrations (against USAREC personnel or colocated facilities)	0-12 hours	Yes	Yes	Yes	Yes
Property (any loss, theft, damage, or vandalism other than Government-owned vehicle) (GOV) accidents	12-24 hours	No	Y>100K	Y>100K	No
GOV (theft, vandalism, theft of license plates)	0-12 hours	No	Yes	Yes	Yes
GOV accidents (personnel hospitalized or involved in crime)	0-12 hours	No	Yes	Yes	Yes
Serious crimes (rape, larceny >\$10K, illegal drug incidents)	0-12 hours	Yes	Yes	Yes	No
Murder or attempted murder by or against any SM, DAC, or family member	0-12 hours	Yes	Yes	Yes	No

**Table 2-1**  
**Incident reporting (time lines and notification matrix)--continued**

<b>Section 1. SIR (Continued)</b>	<b>Suspense to USAREC COC</b>	<b>Notify CG by Telephone</b>	<b>TRADOC</b>	<b>USAAC</b>	<b>902d MI Group</b>
Theft, loss, suspected theft, or use of weapons, explosives, or munitions	0-12 hours	Yes	Yes	Yes	Yes
Theft, loss, suspected theft of classified material (>FOUO) or secure telephone equipment	0-12 hours	Yes	Yes	Yes	Yes
Threats against the President, Vice President, high ranking Government officials	0-12 hours	Yes	Yes	Yes	Yes
Change in threat conditions (FPCON) of any installation providing support	0-12 hours	Yes	Yes	Yes	No
Significant violations of Army standards	0-12 hours	Yes	Yes	Yes	No
Suspicious activity (terrorism, photographs, telephone calls, dissidents, etc.)	0-12 hours	Yes	Yes	Yes	Yes
Communication/equipment exceeding 2 hours that impact operations	0-12 hours	No	Yes	Yes	No
Investigation by criminal investigation (not covered by other incident listed)	12-24 hours	No	Yes	Yes	No
Congressional or state investigation or inquiry	12-24 hours	No	No	No	No
Any firearm incident that causes death or injury	0-12 hours	Yes	Yes	Yes	No
<b>Section 2. CCIR</b>	<b>Suspense to USAREC COC</b>	<b>Notify CG by Telephone</b>	<b>TRADOC</b>	<b>USAAC</b>	<b>902d MI Group</b>
<b><i>Production Related</i></b>					
Nonoperational production-related voice or data support system (Recruit Quota System, etc.)	0-12 hours	cc CG/G-3	No	No	No
Unforecasted Military Entrance Processing Station closure	0-12 hours	cc CG/G-3	No	No	No
Unexpected resource constraints that jeopardize command programs	0-12 hours	cc CG/G-3	No	No	No
Inclement weather or manmade disasters that jeopardize command programs	0-12 hours	cc CG/G-3	No	No	No
Sister service initiatives or incentives that affect market share	0-12 hours	cc CG/G-3	No	No	No
Unannounced congressional, general officer, or civilian very important person visit to USAREC	0-12 hours	cc CG/G-3	No	No	No
Department of the Army changes to applicant incentives	0-12 hours	cc CG/G-3	No	No	No
Analysis trends that indicate a potential mission risk	0-12 hours	cc CG/G-3	No	No	No
<b><i>Operational Related</i></b>					
Are there indicators of a criminal or terrorist threat targeting USAREC personnel or facility	0-12 hours	cc CG/G-3	Yes	Yes	Yes
Is the Federal Bureau of Investigation or the Immigration and Naturalization Service investigating any USAREC personnel	0-12 hours	cc CG/G-3	Yes	Yes	Yes
Was there any attempt to penetrate any USAREC facility to harm personnel or cause damage	0-12 hours	cc CG/G-3	Yes	Yes	Yes
Confirmed terrorist activity or attack against any supporting facility	0-12 hours	cc CG/G-3	Yes	Yes	Yes
Any indicators of a degradation in the command climate or quality of life	0-12 hours	cc CG/G-3	No	No	No
Anything that impacts on USAREC's ability to process or ship personnel	0-12 hours	cc CG/G-3	No	Yes	No
At higher FPCON (B+) any issue preventing the CG or Deputy Commanding General travel/location remaining "sensitive"	0-12 hours	cc CG/G-3	No	No	No
Information vulnerability alerts	0-12 hours	cc CG/G-3	No	No	No
<b>Section 3. DR</b>	<b>Suspense to USAREC COC</b>	<b>Notify CG by Telephone</b>	<b>TRADOC</b>	<b>USAAC</b>	<b>902d MI Group</b>
<b><i>Natural</i></b>					
Drought (urban and rural)	0-12 hours	cc CG/G-3	Y>\$250K	No	No
Earthquake	0-12 hours	cc CG/G-3	Y>\$250K	No	No
Floods (riverine, flash, urban)	0-12 hours	cc CG/G-3	Y>\$250K	No	No
Seiche (resonant oscillation of the water)	0-12 hours	cc CG/G-3	Y>\$250K	No	No
Tornado	0-12 hours	cc CG/G-3	Y>\$250K	No	No
Hurricane	0-12 hours	cc CG/G-3	Y>\$250K	No	No
Wildfire	0-12 hours	cc CG/G-3	Y>\$250K	No	No
Windstorm	0-12 hours	cc CG/G-3	Y>\$250K	No	No
Volcano	0-12 hours	cc CG/G-3	Y>\$250K	No	No
<b><i>Technological-Humanmade</i></b>					
Power failure	0-12 hours	cc CG/G-3	No	No	No
Transportation accident	0-12 hours	cc CG/G-3	No	No	No
Civil disorder (i.e., riots)	0-12 hours	cc CG/G-3	No	No	No
Dam failure	0-12 hours	cc CG/G-3	No	No	No
Fuel shortage	0-12 hours	cc CG/G-3	No	No	No
Hazardous materials incident (chemical or radioactive)	0-12 hours	cc CG/G-3	Yes	Yes	Yes

To: USAREC COC  
From: (Rctg Bde)  
Date: Submission Date

## EXECUTIVE SUMMARY

### Date/Time of Incident:

Summary: This is an initial (SIR, CCIR, DR) report. Who, what, when, where. Provide three or four sentences providing the basic facts. State date USAREC Form 958 will be submitted or why it was not submitted at this time.

Notification: Was the USAREC CG notified?

Distribution: Was any other command or civilian law enforcement agency involved?

Prepared By: Name and telephone number.

**Figure 2-1. Sample EXSUM**

### **2-2. Reporting procedures**

a. Commanders and units reporting directly to this headquarters:

(1) Immediately upon determination of a suspected or serious incident as outlined by this regulation notify the USAREC COC at (502) 626-0823 or 0824 or send e-mail to eoc.officer@usarec.army.mil by the most expeditious means available using the information requirements in chapter 3. The Rctg Bde point of contact will provide as much information as is currently available about the incident to the USAREC COC. If the information is lacking but requires immediate notification of the USAREC Command Group, the Rctg Bde point of contact can provide an EXSUM (see fig 2-1) to the COC and then the SIR in accordance with time guidelines (table 2-1). The time line listed is for notification by the Rctg Bde commander to the USAREC CG by telephone for any identified incidents listed in table 2-1.

(2) For other SIR reporting, the Rctg Bde point of contact will submit a complete detailed report using USAREC Form 958 in accordance with guidelines in chapter 3. This detailed report should include all information required on the SIR that is currently known. Ensure annotation on USAREC Form 958 lists who in the chain of command was notified of the incident.

(3) Submit significant changes or additions to the original report at any time (followups). This information will be consolidated and forwarded to the COC and should include, but is not limited to:

(a) Name (first and last with rank) and telephone number of person sending report.

(b) Assigned USAREC COC control number.

(c) Any ongoing actions associated with the incident.

(d) Changes in circumstances, errors, or information not included in the original report.

(e) If injury is involved, any change in the condition or location of the injured, prognosis.

(f) If death is involved, who is the person survived by to include names, relationships, and location, memorial service location, and date time group.

(g) Any other information deemed necessary by the commander.

(4) A copy of the SIR, CCIR, or DR is forwarded by the COC to the originator once the report is processed and forwarded to Command Group, higher headquarters, or appropriate agency. Units will use this file copy to submit the followup and/or final report. The file copy contains the EXSUM provided to the CG, the initial (corrected copy) of the USAREC Form 958, and the incident file number.

(5) Each Rctg Bde and Rctg Bn will designate a primary and alternate person (military or civilian) who is responsible for transmission of the SIR, CCIR, or DR to their higher headquarters. The Rctg Bde will provide the points of contact (primary and alternate) to the USAREC COC.

(6) Rctg Bde personnel will ensure each USAREC Form 958 is filled out correctly, completely, and is grammatically correct. The use of all capital letters is not authorized. Do not use acronyms without spelling out first or unless for common usage acronyms (rank, dates). Date time group is date, time, month, and year (i.e., 281315May05).

b. The G-3 COC will:

(1) Receive, process, and make distribution

(electronic) to USAREC, the United States Army Training and Doctrine Command (TRADOC), United States Army Accessions Command (USAAC), 902d Military Intelligence Group (902d MI Group), and other agencies for all SIRs, CCIRs, and DRs.

(2) Provide a hard copy of all reports to Command Group each day or the next working day.

(3) Provide an EXSUM for all SIRs, CCIRs, and DRs with each USAREC Form 958.

(4) Provide a monthly report of all outstanding SIRs, CCIRs, and DRs to the Assistant Chief of Staff, G-3, and Rctg Bde Chief of Staff.

(5) Ensure the CG, Chief of Staff, or Assistant Chief of Staff, G-3, is aware of any serious incident prior to transmission to higher headquarters.

(6) Ensure only headquarters personnel with a need to know receive copies of SIRs, CCIRs, and DRs.

### **Chapter 3**

#### **Incident Information Reports**

#### **3-1. SIRs**

Listed below is the information required for submitting USAREC Form 958 for an SIR via e-mail. See figure 3-1 for a sample.

a. Subject line of e-mail message is SIR (Specific Incident).

b. Reporting Unit (Blocks 1 through 4). Block 1 is the Rctg Bn where the SIR occurred. Block 2 is the Rctg Bn and Rctg Bde points of contact and telephone numbers who prepared the report and ensured the incident was reported correctly and completely. Block 3 is the date and time the information was received at Rctg Bde. Block 4 is the date and location the inci-

dent was reported to the supporting Provost Marshal (PM). All incidents involving crimes are required to be reported to the PM. Put in the PM number that is provided when the PM is notified.

c. Incident Information (Blocks 5 through 7). Block 5 is self-explanatory. Most of the time an incident will require a followup or final report. Block 6 is the date the Rctg Bde submitted the incident to the USAREC COC. Block 7 is the serious incident type and date the incident happened. The incident type (table 2-1) is typically one or two words. For example: Death, Drug Abuse, Theft, etc. In some cases a modifier is used: Death (SM), Theft (GOV), Miscellaneous (Arson), etc. Ensure the incident type is also on the subject line of the message, for example: SIR-Death (Family Member).

d. Personnel Involved (Blocks 8 through 25). Blocks 8 through 16 are either the subject of the incident or the recruiting station (RS) commander when there is no specific subject. Block 16 is the Rctg Co name and town location. Blocks 17 through 25 are reserved when there is more than one subject or an RS commander, recruiter, or Soldier is involved with another subject.

e. Publicity. Block 26 contains what publicity is anticipated, published, or known. Also, provide the source and date of source.

f. Summary of Incident (Block 27). Provide the who, what, when, where, why, and how. Provide as much information that is known to include names, locations with addresses, and inclusive dates. If unknown use unknown.

g. Date of Notification. Block 28 contains the date the Rctg Bn commander and Rctg Bde commander were notified of the incident.

h. Actions Taken. Blocks 29 and 30 are the military and civilian actions initiated by the command.

i. Remarks, Followup, and Final. Block 31 is used for overflow information from block 27 (Summary of Incident). The followup and final information is added to the original form that is sent back to the unit by the point of contact. This is done so a new form is not required.

j. For all incidents with possible terrorist activities (demonstrations, threats, suspicious activities), the preparer will provide the name and telephone number of the local law enforcement police officer.

k. All reports involving the death of a Soldier will include whether next of kin was notified, and if a vehicle accident whether seatbelts were used. If a motorcycle fatality, state when the Soldier had completed the motorcycle safety course.

l. For all Soldier serious incidents (TRADOC reportable-table 2-1), state whether the Soldier was deployed within the past year.

### 3-2. CCIRs

Listed below is the information required for submitting USAREC Form 958 for a CCIR via e-mail. See figure 3-2 for a sample.

a. Subject line of e-mail message is CCIR

(Production or Operational).

b. CCIR is defined as:

(1) (DOD) A comprehensive list of information requirements identified by the commander as being critical in facilitating timely information management and the decisionmaking process that affects successful mission accomplishment. The two key subcomponents are critical friendly force information and priority information requirements.

(2) (Army) Elements of information required by commanders that directly affect decision-making and dictate the successful execution of military operations. Table 2-1 lists CCIRs.

c. USAREC Form 958 is filled out exactly the same as an SIR with some exceptions. In block 7 list the CCIR from table 2-1. In block 27 the commander will in as few words as possible explain the affect of the CCIR on his or her unit. If possible provide anticipated time that the CCIR will cease and what actions (if possible) the commander is taking to mitigate the CCIR. Include in block 29 any request for support if the commander believes support from higher headquarters will mitigate the impact. Use the Remarks section in block 31 if further explanation is required.

d. For lines not used leave blank or enter NA for not applicable.

### 3-3. DRs

Listed below is the information required for submitting USAREC Form 958 for a DR via e-mail. See figure 3-3 for a sample.

a. Subject line of e-mail message is DR (Natural or Technological Occurrence).

b. Blocks 1 through 26 of USAREC Form 958 are filled out exactly the same as for an SIR. Block 7 contains the type of disaster (i.e., hurricane) and the date the disaster occurred or is expected to occur. As a minimum, block 27 contains a (the number of USAREC personnel including family members affected); block b (the number of personnel displaced by the disaster and the number of GOVs affected by the disaster); block c (the date of the disaster or expected date); block d (locations of affected USAREC buildings); block e (used if manmade disaster); and block f (actions taken by unit to request assistance for personnel and/or equipment and status of requests). Block 28 is when the Rctg Bn and Rctg Bde were notified. Blocks 29 and 30 are self-explanatory. Overflow information is placed in Remarks section, block 31. Followup reports are due every 24 hours at 1200 (eastern standard time) to the COC. Use blocks 31a and 31b for all followup reports. Date with day and time of submission for all followup reports.

c. All or any requests for assistance from HQ USAREC is listed in block 26. Place RFA in bold in the block and provide specific needs that are above the capabilities of the Rctg Bde.

d. Reporting of disaster reports should focus on the taking care of personnel and resumption of recruiting operations as soon as possible. Table 2-1 lists those disasters that

require reporting if operations or personnel are disrupted.

<b>INCIDENT INFORMATION REPORT</b> (For use of this form see USAREC Reg 190-4)							
REPORTING UNIT							
1. BATTALION: Albany				2. POINT OF CONTACT/TELEPHONE: CPT John Smith/000-000-0000, MAJ Roy Hill/111-111-1111			
3. DATE AND TIME INFORMATION RECEIVED: 012300May05				4. DATE AND LOCATION OF SUPPORTING PROVOST MARSHAL (PM) NOTIFIED: 02 May 05 Ft Drum, NY PM SIR#: 000-000			
INCIDENT INFORMATION							
5. TYPE OF REPORT: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Followup <input type="checkbox"/> Final				6. DATE OF INITIAL REPORT: 2-May-05			
7. INCIDENT AND DATE OF OCCURRENCE: SIR (Sexual Misconduct, 30 Apr 05)							
PERSONNEL INVOLVED							
8. NAME: Andrew Moss				9. AGE: 34		17. NAME: Subject's Name	
10. GRADE: SSG				11. SEX: M		12. RACE: Cau	
13. SSN: 000-00-0000				19. GRADE: NA		20. SEX: F	
14. DUTY POSITION: Recruiter				21. RACE: Cau			
15. COMPONENT: <input checked="" type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)				22. SSN: NA			
16. COMPANY: Bear Mountain, Middletown, NY				23. DUTY POSITION: NA			
24. COMPONENT: <input type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)				25. COMPANY: NA			
<b>NOTE:</b> Enter information on additional personnel involved into the Remarks section.							
26. PUBLICITY: None							
27. SUMMARY OF INCIDENT: a. Who: All personnel involved  b. What: What occurred  c. When: Dates if known  d. Where: Location or area if known  e. Why: If known  f. How: If known							
28. DATE RCTG BN AND RCTG BDE COMMANDER NOTIFIED OF INCIDENT: Rctg Bn Commander-30 Apr 05, Rctg Bde Commander-30 Apr 05							
29. ACTIONS TAKEN BY THE COMMAND <i>(i.e., line of duty initiated, flagged, Article 15, counseling, etc.)</i> :							
30. CIVILIAN ACTIONS <i>(pending or actual (i.e., bond, arrest, etc.))</i> :							

Figure 3-1. Sample of a completed USAREC Form 958 for an SIR

**31. REMARKS:**

Use if continuation from block 27.

a. FOLLOWUP:

b. FINAL:

*USAREC Form 958, Rev 1 Sep 2005 (Reverse)*

**Figure 3-1. Sample of a completed USAREC Form 958 for an SIR (Continued)**

<b>INCIDENT INFORMATION REPORT</b> (For use of this form see USAREC Reg 190-4)							
REPORTING UNIT							
1. BATTALION: Atlanta				2. POINT OF CONTACT/TELEPHONE: CPT John Smith/000-000-0000, MAJ Roy Hill/111-111-1111			
3. DATE AND TIME INFORMATION RECEIVED: 012300May05				4. DATE AND LOCATION OF SUPPORTING PROVOST MARSHAL (PM) NOTIFIED: 02 May 05 Ft McPherson, GA PM SIR#: 000-000			
INCIDENT INFORMATION							
5. TYPE OF REPORT: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Followup <input type="checkbox"/> Final				6. DATE OF INITIAL REPORT: 2-May-05			
7. INCIDENT AND DATE OF OCCURRENCE: CCIR (Unforecasted MEPS Closure)							
PERSONNEL INVOLVED							
8. NAME: Joseph Ross				9. AGE: 40		17. NAME:	
18. AGE:							
10. GRADE: LTC		11. SEX: M	12. RACE: Cau	13. SSN: 000-00-0000		19. GRADE:	20. SEX:
21. RACE:		22. SSN:					
14. DUTY POSITION: Rctg Bn Commander				23. DUTY POSITION:			
15. COMPONENT: <input checked="" type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)				24. COMPONENT: <input type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)			
16. COMPANY: NA				25. COMPANY:			
<b>NOTE:</b> Enter information on additional personnel involved into the Remarks section.							
26. PUBLICITY: None							
27. SUMMARY OF INCIDENT:							
a. Who: List affected Rctg Bn and/or Rctg Co and number of personnel affected (processing).  b. What: MEPS closure  c. When: 2-3 May 05  d. Where: MEPS Atlanta, College Park, GA  e. Why: Air conditioning system is broken. Expect repairs to take 3-4 days.  f. How: Unknown							
28. DATE RCTG BN AND RCTG BDE COMMANDER NOTIFIED OF INCIDENT: 2-May-05							
29. ACTIONS TAKEN BY THE COMMAND (i.e., line of duty initiated, flagged, Article 15, counseling, etc.):							
The Atlanta Rctg Bn will use the MEPS in Jacksonville, FL. Funding for transportation requested from 2d Rctg Bde Headquarters.							
30. CIVILIAN ACTIONS (pending or actual (i.e., bond, arrest, etc.)):							

Figure 3-2. Sample of a completed USAREC Form 958 for a CCIR

31. REMARKS:

a. FOLLOWUP:

b. FINAL:

*USAREC Form 958, Rev 1 Sep 2005 (Reverse)*

Figure 3-2. Sample of a completed USAREC Form 958 for a CCIR (Continued)

<b>INCIDENT INFORMATION REPORT</b> (For use of this form see USAREC Reg 190-4)								
REPORTING UNIT								
1. BATTALION: Houston				2. POINT OF CONTACT/TELEPHONE: CPT John Smith/000-000-0000, MAJ Roy Hill/111-111-1111				
3. DATE AND TIME INFORMATION RECEIVED: 301200Jul 05				4. DATE AND LOCATION OF SUPPORTING PROVOST MARSHAL (PM) NOTIFIED: NA PM SIR#:				
INCIDENT INFORMATION								
5. TYPE OF REPORT: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Followup <input type="checkbox"/> Final				6. DATE OF INITIAL REPORT: 30-Jul-05				
7. INCIDENT AND DATE OF OCCURRENCE: DR (Hurricane David, Landfall on 1 Aug 05)								
PERSONNEL INVOLVED								
8. NAME: Ross Brown			9. AGE: 41		17. NAME:			18. AGE:
10. GRADE: LTC	11. SEX: M	12. RACE: Cau	13. SSN: 000-00-0000		19. GRADE:	20. SEX:	21. RACE:	22. SSN:
14. DUTY POSITION: Rctg Bn Commander				23. DUTY POSITION:				
15. COMPONENT: <input checked="" type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)				24. COMPONENT: <input type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)				
16. COMPANY: NA				25. COMPANY:				
<b>NOTE:</b> Enter information on additional personnel involved into the Remarks section.								
26. PUBLICITY: None								
27. SUMMARY OF INCIDENT: a. Who: Houston Rctg Bn, all Rctg Cos and RSs. Approximately 90 percent of Rctg Bn personnel.  b. What: Houston Rctg Bn closed RS operations on 31 Jul. Resume RS operations on 2 Aug. Rctg Bn operations (essential personnel) moved to San Antonio Rctg Bn until 2 Aug. All GOVs were evacuated to interior parking garage in Houston.  c. When: 1-2 Aug 05. Storm expected to cease on morning of 2 Aug.  d. Where: List locations (city/state) of Rctg Bn buildings.  e. Why: NA  f. How: Rctg Bde family support and staff is standing by to assist.								
28. DATE RCTG BN AND RCTG BDE COMMANDER NOTIFIED OF INCIDENT: 30-Jul-05								
29. ACTIONS TAKEN BY THE COMMAND <i>(i.e., line of duty initiated, flagged, Article 15, counseling, etc.)</i> :  All personnel in affected area moved to billeting on Rose Air Force Base. Personnel have laptops to maintain communications. RSs were boarded up on 31 Jul. All equipment left in RS moved to high areas to prevent water damage.								
30. CIVILIAN ACTIONS <i>(pending or actual (i.e., bond, arrest, etc.))</i> :  State prepared to assist.								

Figure 3-3. Sample of a completed USAREC Form 958 for a DR

31. REMARKS:

a. FOLLOWUP: (As of date time group.) Use blocks 31a and 31b for followup information. Blocks 1 through 30 remain the same. If additional information is needed use another page (block 31) of USAREC Form 958.

b. FINAL:

*USAREC Form 958, Rev 1 Sep 2005 (Reverse)*

Figure 3-3. Sample of a completed USAREC Form 958 for a DR (Continued)

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

There are no entries in this section.

#### **Section II**

##### **Related Publications**

**AR 5-9**  
Area Support Responsibilities.

**AR 190-40**  
Serious Incident Report.

**AR 385-40**  
Accident Reporting and Records.

**TRADOC Reg 1-8**  
TRADOC Operations Reporting.

#### **Section III**

##### **Prescribed Form**

**USAREC Form 958**  
Incident Information Report. (Prescribed in paras 1-5, 1-6b, 1-6c, 2-1a, 2-2a(2), 2-2a(4), 2-2a(6), 2-2b(3), 3-1, 3-2, and 3-3.)

#### **Section IV**

##### **Referenced Forms**

There are no entries in this section.

## **Glossary**

### **CCIR**

commander's critical information requirement

### **CG**

Commanding General

### **COC**

Command Operations Center

### **DAC**

Department of the Army civilian

### **DR**

disaster report

### **EXSUM**

executive summary

### **FOUO**

for official use only

### **GOV**

Government-owned vehicle

### **HQ USAREC**

Headquarters, United States Army Recruiting Command

### **PM**

Provost Marshal

### **Rctg Bde**

recruiting brigade

### **Rctg Bn**

recruiting battalion

### **Rctg Co**

recruiting company

### **RS**

recruiting station

### **SIR**

serious incident report

### **SM**

service member

### **SOP**

standing operating procedure

### **TRADOC**

United States Army Training and Doctrine Command

### **USAAC**

United States Army Accessions Command

### **USAREC**

United States Army Recruiting Command

### **902d MI Group**

902d Military Intelligence Group